



# TOWN OF PORTSMOUTH

## PLANNING DEPARTMENT

2200 East Main Road / Portsmouth, Rhode Island 02871

(401) 643-0332 / [www.portsmouthri.gov](http://www.portsmouthri.gov)

Lea Hitchen  
Town Planner

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[lhitchen@portsmouthri.gov](mailto:lhitchen@portsmouthri.gov)

October 3, 2023

RE: Award of Community Development Block Grant (CDBG) Administrative Services

Dear Council President Aguiar and Honorable Council Members:

The Town sought proposals from qualified professional consulting services to provide specialized administrative services for the Town's Community Development Block Grant (CDBG) program and Disaster Recovery (CDBG-DR) program. The consultant awarded this contract will be responsible for developing, submitting, monitoring, managing, and reporting on the annual CDBG grant applications and any other pertinent grant applications for CDBG funds that may be available from the State of Rhode Island Office of Housing and Community Development (OHCD), as well as management of all CDBG funded activities conducted by sub-recipient entities. This was a qualifications-based selection (QBS) process; the following three (3) firms submitted their qualifications:

- Church Community Housing Corporation
- G & G Municipal Consulting and Grant Writing
- Roads Consulting Group

The Town formed an evaluation team of four employees to evaluate the three (3) proposals and scored them in three (3) categories, those being:

1. Organizational Experience as the accomplishment of work, either past, present or on-going, which is comparable or related to the effort required by the RFP (maximum 30 points);
2. Staffing Plan and Capacity, the consultant has the capability to perform the scope of services, including any specialized or related services (maximum 25 points);
3. Technical Approach/Understanding of the Project, the description of the proposed services meets or exceeds the stated technical specifications or scope of work requested (maximum 25 points).

The ranking of the firms are listed below with the evaluation team's tabulation sheets included as backup.

- No.1 – Church Community Housing Corporation
- No. 2 – G&G Municipal Consulting & Grant Writing
- No.3 – Roads Consulting Group

The Planning Department is requesting the Town Council to award Church Community Housing Corporation the CDBG Administrative Services for July 1, 2023 to June 30, 2032 with the following budget:

CCHC charges \$150.00 per hour for CDBG administration in Year 1 of the contract with an annual 3 percent cost of living/inflation adjustment and the opportunity to revisit the hourly rate every three years.

Rate	Hours	Year 1	Year 2 (+3%)	Year 3 (+3%)	Year 4 (+3%)	Year 5 (+3%)
\$150/hour	79	\$11,850	\$12,205.50	\$12,571.66	\$12,948.81	\$13,337.27
		Year 6	Year 7	Year 8	Year 9	Year 10
		\$13,737.38	\$14,149.50	\$14,574	\$15,011.21	\$15,461.54

Please feel free to contact me with any questions or concerns.

Respectfully submitted,

Lea Hitchen

Lea Hitchen  
Town Planner

Evaluation Factor	Points	Roads Consulting	G&G Consulting	Church Community Housing	Notes
Organizational Experience	30	20	20	25	CCHC appears to have the most experience in this space, as well as more long-serving staff members than the others.
Staffing Plan and Capacity	25	18	15	18	Roads earns points for highest staff count but it and G&G are light on staffing plan details.
Technical Approach/Understanding of the Project	25	15	20	20	G&G and CCHC seem to have more thorough proposals. Additionally, there are some awkward sentences early in Roads' proposal that are off-putting.
Maximum Points	80	52	55	63	CCHC adheres most closely to the RFP.

Highest Score: 63

Evaluation Factor	Points	Roads Consulting	G&G Consulting	Church Community Housing	Notes
Organizational Experience	30	20	21	28	
Staffing Plan and Capacity	25	20	20	23	
Technical Approach/Understanding of the Project	25	18	23	25	
Maximum Points	80	58	64	76	

Highest Score: 76



Evaluation Factor	Points	Roads Consulting	G&G Consulting	Church Community Housing	Notes
Organizational Experience	30	22	20	28	CCHC has provided CDBG administrative services & loan program services to all of Newport County for 36 years; more than any other consultant.
Staffing Plan and Capacity	25	21	22	23	CCHC has the most experience with the small city CDBG process and has a very experienced local staff.
Technical Approach/Understanding of the Project	25	20	22	24	CCHC scope of work explicitly was tailored to the RFP while the other consultants were essentially their statement of qualifications.
Maximum Points	80	63	64	75	

Highest Score: 75

Evaluation Factor	Points	Roads Consulting	G&G Consulting	Church Community Housing	Notes
Organizational Experience	30	28	28	28	All had excellent experience
Staffing Plan and Capacity	25	5	8	22	ROADS did not offer a specific staffing plan CCH had a very specific staffing plan
Technical Approach/Understanding of the Project	25	10	12	20	ROADS proposal did not follow the SOW G&G just spit back the SOW CCH had a specific SOW that followed the RFP
Maximum Points	80	43	48	70	

Highest Score: 70



Christian Belden, Executive Director  
Church Community Housing Corporation  
50 Washington Sq.  
Newport, RI 02840

September 15, 2023

Lea Hitchen  
Town Planner  
Town of Portsmouth  
2200 East Main Rd  
Portsmouth, RI 02871

Dear Lea,

Please find enclosed Church Community Housing Corporation's response to the Town of Portsmouth's Request for Proposal for Community Development Block Grant Administrative Services for July 1, 2023 to June 30, 2032.

Given CCHC's unique qualifications and experience providing CDBG administration and rehabilitation loan program services to all of Newport County for 36 years, we propose that we are the most qualified candidate for this contract.

Please note that we have worked to be as responsive as possible to the RFP. However, we anticipate modifications to any contract resulting from this RFP as a result of CDBG regulatory restrictions pertaining to administrative cost limitations and sub-recipient administrator restrictions. Modifications may also be needed at the contract stage to prevent prohibited choice-limiting actions.

If you require additional clarification or information on the above-noted items or the enclosed proposal, I can be reached at [cbelden@cchcnewport.org](mailto:cbelden@cchcnewport.org) or at 401-846-5114 x115.

Sincerely,

Christian Belden  
Executive Director  
Church Community Housing Corporation



Church Community Housing Corporation

Response to Request for Proposals  
For Community Development Block Grant Administrative and Financial Services  
For Years 2023 Through 2032

September 15, 2023



Contents

Scope of Work .....4

1. Statement of Qualifications .....7

    1.A Organizational History .....7

    1.B CDBG Experience .....8

    1.C Staffing Plan .....9

    1.D References .....11

2. Budget and Budget Narrative.....12

    2.A Budget .....12

    2.B Tax Exemption Statement.....12

Statement of Compliance.....14

## Scope of Work

### CDBG Grant Administration

Church Community Housing Corporation (CCHC) proposes to assist the Town with all tasks necessary to administer the Community Development Block Grant (CDBG) program and Disaster Recovery (DR) block grant program. This work includes but is not limited to annual application preparation, procurement and contract administration, Environmental Reviews, Labor Standards compliance, progress and closeout reporting, payment requisitioning, record keeping, public participation coordination, and all Office of Housing and Urban Development (HUD) and/or State of R.I. reporting requirements necessary to administer the CDBG and DR programs. Please note that Community Development Block Grants can only be awarded to municipalities and therefore Church Community Housing Corporation cannot assume the ultimate responsibility to manage Portsmouth's CDBG and CDBG-DR programs.

#### *1. Preparation of CDBG block grant application on behalf of the Town of Portsmouth:*

- Assist Town staff with advertising and holding at least two public hearings with the appropriate intervals required by CDBG regulations to solicit public input on project proposals.
- Receiving and compiling letters of intent to apply.
- Assist Town staff with solicitations for projects from Town departments, boards, commissions, and potential non-profit sub-recipients.
- Assist Town staff with assembly of application materials for submittal to State of RI Office of Housing and Community Development (OHCD).
- Attend public hearings as requested by Town Staff.
- Maintain, as the Town's liaison and advocate, a strong and productive working relationship with OHCD's CDBG program staff.
- Perform the due diligence and outreach/liaison function with potential CDBG applicant organizations to ensure they are qualified for the program and prepare submission for Town review and acceptance that includes for the Town Council's information the applications of all the applying organizations and CCHC's recommendations on which applicants should be submitted.
- CCHC will investigate, work with/advocate to OHCD's CDBG program the potential for CDBG program to assist to the greatest extent possible the Town's capital and infrastructure projects in the benefit areas.
- Review and edit as necessary applications for eligibility and national objective compliance per the Housing and Community Development Act and other HUD Program Policy Notices.
- Compile complete application in required format for public facilities, public services and housing development. This package includes summary cover sheet attesting to public hearings and an application for each individual project consisting of an individual

narrative, national objective and eligibility determination, budget, cost estimates, FEMA map, and other supporting materials.

- Submit the Town's application to OHCD's CDBG program.
- Provide ongoing troubleshooting and facilitation between the Town and Rhode Island Department of Administration's (RIDOA) CDBG program during application review process.
- Function as the Town liaison with the State during the final approval process and required follow-through.

## *2. Administer awarded CDBG grants:*

- Notify sub-recipient grant awardees.
- For each awarded grant, begin and complete the required Environmental Reviews/Request for Release of Funds of funded activities. This process includes determining the level of review based upon applicable HUD regulations, conducting site assessments, securing appropriate approval signatures at multiple regulatory entities.
- Coordinate contracting process between state (Office of Housing and Community Development, or OHCD) and Town of Portsmouth.
- Coordinate contract signing with Sub-Recipient agencies if applicable.
- Oversee and provide technical support for procurement for each grant, including as relevant compliance with federal labor standards (Davis Bacon). (Please note that the Town of Portsmouth may continue to perform its own procurement and Davis Bacon compliance for non sub-recipient projects.)
- For all open grants:
  - Oversee payment request process: track project budget, review vendor invoices, submit to Town for signature and to the Office of Housing and Community Development (OHCD) for reimbursement.
  - Conduct quarterly reporting process including collecting project status updates and beneficiary data, compiling and sending to OHCD.
- Assume any additional functions and activities that become necessary to manage the program according to changes with OHCD's CDBG guidelines and/or those of US Department of Housing and Urban Development; with the understanding that significant changes in the scope of work may require a renegotiation of the contract fee.
- Receive and approve requests for payment from sub-recipients and submit to Town staff for processing.
- Prepare and submit drawdown of funds from State/OHCD.
- Prepare and submit quarterly progress reports to State/OHCD.
- Prepare and submit close out reports for grants.
- Organize and manage, in addition to the ordinary program management and with the assistance of the Finance Department, the preparation and management of an OHCD review/monitoring of the Town's CDBG program.



- Provide copies of all correspondence, reports, and notifications with sub-recipients and/or the State of RI to the Planning Department in a timely manner following completion of interim and final tasks as noted above.
- Ensure that the operation and management of the program remains in compliance with the requirements of the Rhode Island Office of Housing and Community Development CDBG program and the larger US HUD.

### 3. Maintain Records

- CCHC will maintain a duplicate copy of CDBG records for a minimum of 10 years. Per CDBG regulation, the Town is obligated to maintain its own set of records as well.

### Loan Programs

As part of the CDBG program, the Town of Portsmouth can apply for loans dedicated to home rehabilitation for their residents. Church Community Housing would manage any new loan funds that are awarded to the Town as follows:

While the CDBG loan program requirements may change, this typically includes the following components outlined below.

#### *Administration of Rehabilitation, Deferred Acquisition and Down Payment Loan Programs*

- Review and approve initial applications by qualified residents and businesses.
  - Assess borrower eligibility per HUD and program regulations with respect to ownership status, ability to repay, income as per eligibility income limits, etc.
- Ensure applications and process are in accordance with program criteria and guidelines
  - Assess eligibility of structure with respect to housing code, number of units, type of uses.
  - Determining eligibility of proposed project per HUD and program regulations.
- Submit final applications to the Town for approval and funding of loan.
  - CCHC's Rehab/Construction Coordinator to review homeowner's proposed scope of work to secure appropriate cost estimates.
  - CCHC to underwrite loan and assist homeowner in preparing loan approval package, including (as relevant) but not limited to:
    - CCHC intake form and loan application.
    - Tax information and credit report.
    - Mortgage information.
    - See attached checklist for full pre-approval documentation submitted to Town of Portsmouth.
    - Please note the Town of Portsmouth remains responsible (consistent with the past loan administration relationship between CCHC and the Town of Portsmouth) for providing title and deed work and recording.



- Once loan approved, the Town of Portsmouth records a lien with the Town Clerk's Office (process to be determined following contract award).
- CCHC coordinates closing (with the Town of Portsmouth Attorney as lead).
- Once bid is created by homeowner CCHC supports bid process.
- CCHC inspects construction to ensure work completed.
- CCHC facilitates final step in loan closing in which dual-party check cut to borrower and contractor.
- CCHC maintains financial record keeping of all loans to include collecting, recording and depositing all principal and interest payments. CCHC tracks recorded payment information into Notesmith and Excel.
- Submit a monthly report to the Town of the amount collected for the month, including a breakdown between principal and interest amounts.
- Provide a report to the Town as of June 30 of each year reconciling activity for the Town's fiscal year of July 1 to June 30.

## 1. Statement of Qualifications

### 1.A Organizational History

Church Community Housing Corporation (CCHC) is a 501(c)(3), non-profit corporation that has rehabilitated over 1,580 units of housing and developed over 960 units of housing over the past 50 years. CCHC began in 1969 when local citizens, many from the area church community, met to address the lack of decent and affordable housing in Newport County. CCHC has since expanded its scope of work to include Housing Rehabilitation financing and administration of the Community Development Block Grant program for all municipalities in Newport County.

Since 1976 the City of Newport has contracted with CCHC to administer Newport's Home Rehabilitation and Loan Program. Since 1988 CCHC has assisted the towns of Jamestown, Middletown, Tiverton, Portsmouth and Little Compton to apply for and manage their individual Community Development Block Grants, and has provided this same service for the City of Newport since 2013. The smaller communities did not have the staff to perform the grant management responsibilities and contracted CCHC to act as the Area Housing Office and manage their CDBG programs. Over the last 35 years, with the use of CDBG funds, CCHC has overseen hundreds of CDBG projects through implementation, including the installation of sewer lines, road repaving, sidewalk installations, park and playground improvements, social service programs, other public facilities improvements, storefront improvement programs, and developed a regional revolving loan fund valued at more than \$2.7 million.

CCHC has one-third low and moderate-income representation on the Board of Directors and qualifies as a HUD recognized Community Housing Development Organization (CHDO). In addition, all six of the participating communities are represented on the Board of Directors.

1.B CDBG Experience

Starting in 1976, CCHC became the administrator for the City of Newport’s housing rehabilitation revolving loans under the CDBG program. By 1988, all six communities in the county had chosen CCHC to administer their CDBG housing programs. 1988 was also the year that CCHC began managing the CDBG administrative work for Jamestown, Middletown, Portsmouth, Tiverton and Little Compton. We began managing Newport’s administrative work in 2013.

The scope of work as described in our RFP response in the CDBG Grant Administration section represents the summary of the CDBG administration work we have been doing for Portsmouth for 35 years, making CCHC uniquely qualified for the RFP.

Development History

Below is a list of developments CCHC has worked on including the funding source utilized. As you can see, we have extensive knowledge of working with multiple funding sources both private and Federal.

Development	Units	Location	Primary Funding Source*
Anthony House	70	Portsmouth	LIHTC (Low Income Housing Tax Credits)
Bellville House I	20	N. Kingstown	HUD 202
Belleville House II	16	N. Kingstown	HUD 202
Freedom Apartments	10	Middletown	HUD 811
Fifty Wash. Square	129	Newport	LIHTC
Forest Farm	50	Middletown	LIHTC
Harbor House	38	Newport	LIHTC
Mumford Manor	34	Newport	LIHTC
Pemberton Apartments	12	Jamestown	HUD 202
Sandywoods Farm	50	Tiverton	LIHTC
Villa Nia	15	Middletown	HUD 811
West House	50	Middletown	HUD 202
Apple Creek Apartments	28	Tiverton	BHRI II
Bayside Apartments	20	Jamestown	Bank Debt
Land Trust Homeownership	103	Various: Npt County	CDBG
Scattered Sites	88	Various: Npt County	Bank Debt
Total:	733		



### 1.C Staffing Plan

The following key personnel at Church Community Housing Corporation administer the CDBG program:

**Christian Belden, *Executive Director*.** Christian has been with CCHC for more than 16 years, serving initially as Project Manager (2007 to 2013), Senior Project Manager (2013 through April 2018), and Acting Executive Director (April 2018 to November 2018) before being promoted to his current position. In this role, he is responsible for over-all administration, supervision of existing programs and initiation of new housing program, and assisting communities in coordinating CDBG applications. He reports to the Board of Directors and is the contact person for the participating communities. Throughout his tenure at CCHC, Christian has worked to implement and administer the CDBG process. Christian received his Bachelor of Arts (BA) in Political Science and a Master of Community Planning from the University of Rhode Island.

**Steve Ostiguy, *Asset Manager and Former Executive Director*.** Steve has 36 years of experience administering CDBG and will continue to oversee and advise on both programs in his new position as Asset Manager. He oversaw both the Newport CDBG Rehabilitation Loan Fund administration and also the CDBG grant program administration for Newport County communities, beginning in 1987. Steve possesses a great deal of institutional knowledge with respect to both administering CDBG and the many organizations that apply and receive grants as sub-recipients. Steve's entire career has been dedicated to community development, beginning with his Bachelors from Rhode Island College in Social Work and culminating in his tenure leading CCHC that spans three decades.

**Sean Saunders, *Deputy Director*.** Sean came to CCHC as a bank operations specialist with a five-year track record project management and Information Systems experience in the financial services industry. Serving most recently as the Systems Administrator for BankNewport, his expertise includes IT systems and banking security, making him a strong asset to the loan program operations for CCHC described in this RFP.-He has a Bachelor's of Arts degree from the University of New Hampshire.

**Bob Plain, *CDBG Program Manager*.** A new addition to the CCHC and CDBG administration team, Bob has more than 20 years of experience working closely with municipal and state government as a journalist. In 2022, he took over as the CDBG Program Manager for Church Community Housing Corporation. Bob is easy to work with and understands the complexities and constraints of federal and state grant reporting requirements, as well as state and municipal administration. He graduated from the University of Rhode Island with a Bachelor's of Arts degree in journalism in 1997.

**John O'Loughlin, *Rehabilitation Construction Coordinator*.** Serving as Rehabilitation/Construction Coordinator at CCHC since 2014, John is responsible for inspecting properties, ensuring federal compliance (including for CDBG loan program), develops

specifications, cost estimating, assists in contractor selection, inspects construction work and authorize payments. He brings his extensive knowledge of all aspects of construction, including the building trades and supports loan program applicants with understanding the process of project completion. John brings over 37 years of experience with construction, contracting and property management to the organization.

**Aubrey Collins, *Loan Officer*.** Aubrey Collins has been the facilitator for the Newport Home Repair Loan Program since 2016. In this capacity he counsels applicants on housing programs, application intake, provides housing counseling, performs loan underwriting and loan processing, packaging, and loan servicing. He brings both skill and compassion to his work providing financial counseling to low income families and others with income challenges. Aubrey has his bachelor’s degree in political science from the University of Alabama and his Master of Theology from the Dallas Theological Seminary. At CCHC he also facilitates homebuyer training classes for low- and moderate-income families.



1.D References

Name	Title	Municipality	Phone	Email	Description of Service
Christina Collins	Finance Director	Jamestown	401-423-9809	ccollins@jamestownri.net	Managed all number of CDBG program for 35 years including annual app, progress reporting, sub recipient contracting, err, payment requests, labor standards, compliance etc...
Cyndee Reppe	Planning Assistant	Jamestown	401-423-7210	creppe@jamestownri.net	
Lisa Bryer	Town Planner	Jamestown	401-423-7210	lbryer@jamestownri.net	
Sarah Atkins	Community Resilience Specialist	Newport	401-845-5474	satkins@cityofnewport.com	Managed all number of CDBG program including annual app, progress reporting, sub recipient contracting, err, payment requests, labor standards, compliance etc...
Patricia Reynolds	City Planner	Newport	401-845-5472	preynolds@cityofnewport.com	
Joseph Nicholson	City Manager	Newport	401-845-5430	jnicholson@cityofnewport.com	
Ron Wolanski	Planning Director	Middletown	401-849-4027	rwolanski@middletownri.com	Managed all number of CDBG program for 35 years including annual app, progress reporting, sub recipient contracting, err, payment requests, labor standards, compliance etc...
Shawn Brown	Town Administrator	Middletown	401-849-2898	sbrown@middletownri.com	
Tony Teixeira	Town Administrator	Little Compton	401-643-0332	tteixeira@littlecomptonri.org	Managed all number of CDBG program for 35 years including annual app, progress reporting, sub recipient contracting, err, payment requests, labor standards, compliance etc...
Chris Cotta	Town Administrator	Tiverton	401-625-6710	administrator@tiverton.ri.gov	Managed all number of CDBG program for 35 years including annual app, progress reporting, sub recipient contracting, err, payment requests, labor standards, compliance etc...
Denise Saurette	Town Treasurer	Tiverton	401-625-5323	treasurer@tiverton.ri.gov	

2. Budget and Budget Narrative

2.A Budget

CCHC charges \$150/hour for CDBG administration in Year 1 of a contract with an annual 3 percent cost of living/inflation adjustment and the opportunity to revisit the hourly rate every three years. All of the work performed by CCHC is typically reimbursable as administration costs through CDBG administration funds. CCHC cannot guarantee this because award of CDBG administration funds is made by the State Office of Housing and Community Development.

The budget below is an estimate based on actual hours spent by CCHC staff in past years on Portsmouth CDBG grant and loan program administration. The total cost for each program is increased by 3% in each year to reflect typical cost of living salary increases.

Rate	Hours	Year 1	Year 2 (+3%)	Year 3 (+3%)	Year 4 (+3%)	Year 5 (+3%)
\$150/hour	79	\$11,850	\$12,205.50	\$12,571.66	\$12,948.81	\$13,337.27
		Year 6	Year 7	Year 8	Year 9	Year 10
		\$13,737.38	\$14,149.50	\$14,574	\$15,011.21	\$15,461.54

- Please note that the total costs can be paid in part by CDBG funding to the Town of Portsmouth, **not to exceed** the following (per CDBG regulations):
- CDBG administration funds can only cover grant administration costs in an amount less than or equal to 15% of awarded grants.
  - CDBG funding can only reimburse loan administration costs in an amount less than or equal to 20% of outstanding loans.

Additional CDBG regulations also limit the reimbursement for application preparation costs with CDBG administration funding to \$5,000. CCHC will track time spent on application preparation and invoice not to exceed \$5,000.

The fee for administering the loan program will be the equivalent of Administrative funds awarded to the town specific to the loan program.

2.B Tax Exemption Statement

CCCH acknowledges that the Town of Portsmouth is exempt from the payment of Rhode Island State sales and Use taxes as well as any excise or federal transportation taxes.



# Attachments

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- 1. Statement of Compliance

**Statement of Compliance**

Church Community Housing Corporation agrees to be compliant with the Section titled “General Information on Submitting Proposals” as outlined in the Community Development Block Grant Administrative Services issued by the Town of Portsmouth.

- 1. It is the vendor's responsibility to examine all specifications and conditions thoroughly, and comply fully with specifications and all attached terms and conditions. Vendors must comply with all Federal, State, and Municipal laws, ordinances and regulations, and meet any and all registration requirements where required for contractors as set forth by the State of Rhode Island. Failure to make a complete submission as described herein may result in a rejection of the proposal.
  - 2. EXCEPTIONS: All Proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions, price lists, catalogs, and / or other documents as part of an offeror's response will be waived and have no effect either on this Request for Proposals or on any contract that may be awarded resulting from this solicitation. Offeror specifically agrees to the conditions set forth in this RFP by signature to the Proposal.
  - 3. COLLUSION: The vendor warrants that he/she has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of full competitive bidding.
  - 4. ORAL EXPLANATIONS: The Town shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
  - 5. COST FOR PROPOSAL PREPARATION: All costs associated with developing and submitting a response to this Request, or to provide clarification of its content shall be borne by the vendor. The Town assumes no responsibility for these costs.
  - 6. MODIFICATIONS: Prior to the deadline established for this RFP, changes may be made to proposals already received by the Town if that vendor makes a request to the Purchasing Agent, in writing, to do so. No changes to proposals shall be accepted after the RFP deadline.
  - 7. TIME FOR ACCEPTANCE: Responses are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the Purchasing Agent. Should any vendor object to this condition, the vendor must provide objection through a question and/or complaint to the Purchasing Agent prior to the deadline.
- Bid #P20 J004 Community Development Block Grant Administrative Services



8. CONFIDENTIALITY OF PROPOSALS: In submitting its proposal the vendor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the issuing agency, until after the award of the contract. Only those communications with the issuing agency authorized by this RFP are permitted. All vendors are advised that they are not to have any communications with the issuing agency during the evaluation of the proposals (i.e., after the public opening of the proposals and before the award of the contract), unless the Town's purchaser contacts the vendor(s) for purposes of seeking clarification.

9. SUBMISSIONS BECOME PUBLIC RECORD: All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by vendors shall become the property of the Town when received. Vendors are advised that all materials submitted for consideration in response to this Request for Proposal shall be considered to be public records as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and may be released for inspection immediately upon request once an award has been made.

10. PROPRIETARY INFORMATION: Trade secrets or similar proprietary data which the vendor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent possible. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the proposal which is to remain confidential shall also be so marked in boldface on the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be determined by Rhode Island law.

11. VENDOR'S REPRESENTATIVE: Each vendor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.

12. SUBCONTRACTING: Vendors may propose to subcontract portions of the work provided that their proposals clearly indicate what work they plan to subcontract and to whom and that all information required about the prime contractor is also included for each proposed subcontractor.

13. ANTI-KICKBACK ACKNOWLEDGEMENT: The vendor acknowledges, under the pains and penalties of perjury, that he/she has not been offered, paid, or solicited for any contribution or compensation, nor has he/she been granted a gift, gratuity, or other consideration, either directly or indirectly by any officer, employee or member of the governing body of the Town who exercises any functions or responsibilities in connection with either the award or execution of the project to which this contract pertains. Further, the vendor acknowledges, under the pains and penalties of perjury, that he/she has not offered, paid, or solicited by way of any contribution or compensation, nor has he/she granted a gift, gratuity or other consideration either directly or indirectly to any officer, employee, or member of the governing body of the Town who exercises any functions or responsibilities in connection with either the award or execution of the project to which this project or contract pertains.

14. NONDISCRIMINATION: The successful bidder will not discriminate against any employee based on race, creed, color, national origin, sex, sexual orientation, gender identity, age, handicap, religion or religious preference, under any program or activity funded through CDBG or CDBG-DR, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-3619) and all implementing regulations, and the Age Discrimination Act of 1975 and all implementing regulations.
15. INSURANCE: The successful bidder shall carry sufficient liability insurance and agree to indemnify the Town against all claims of any nature which might arise as a result of the conduct of the work described in this RFP and vendor's proposal.
16. DISCRIMINATION PROHIBITED: During the performance of the Scope of Work described in this RFP, the vendor must ensure that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subject to discrimination based on race, creed, color, national origin, sex, sexual orientation, gender identity, age, handicap, religion or religious preference, under any program or activity funded through CDBG or CDBG-DR, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-3619) and all implementing regulations, and the Age Discrimination Act of 1975 and all implementing regulations. This requirement shall apply to, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
17. The vendor agrees to comply with the requirements of Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.); Section 504 of the Rehabilitation Act of 1973, as amended (29 USDA 794); American with Disabilities Act of 1990 (42 USDA 12101 et seq.); Title IX of the Education Amendments of 1972 (20 USDA 1681 et seq.); The Food Stamp Act, and the Age Discrimination Act of 1975, the United States Dept. of Health and Human Services Regulations found in 45 CFR, Parts 80 and 84; The United States Dept. of Education Implementing Regulations (34 CFR, Parts 104 and 106); and the United States Dept. of Agriculture, Food and Nutrition Services (7 CFR 272.6).
18. The vendor agrees to comply with all other provisions applicable to law, including but not limited to the Governor's Executive Order No. 96-14, which prohibits discrimination on the basis of sexual orientation, and RIGL 28-5-5 and 28-5-41.1, relating to gender identity or expression.

Signed,

x  \_\_\_\_\_

Christian Belden  
Executive Director  
Church Community Housing Corporation